To,

**Date:**

**Subject: Resume for the post of Accountant**

Dear Sir,

Please refer your job vacancy for the post of Accountant, would you kindly consider the following details regarding my qualification, and experience being furnished to you.

I hope that my qualification and experience will evidently meet your requirement & you will be kind enough to grant me an opportunity to do my practical training in your firm.

Thanking you.

Regards,

Akshay Sharma

8770078476 , 8109183636

**AKSHAY SHARMA**

**CARRIER OBJECTIVE:**

To pursue a carrier in an esteemed organization holding a responsible position, which would enhance my skill to work in competitive environment and care a winning edge for the organization.

**EDUCATIONAL QUALIFICATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Class | Board/University | School/College | % | Year |
| 10th | CG BOARD | SARSWATI SHISHU MANDIR , KUMHARI | 68.5 | 2010 |
| 12th  (SCIENCE ) | CG BOARD | GOVT H S SCHOOL KUMHARI DURG | 50 | 2012 |
| B.Com | PT. RAVISHANKAR SHUKLA UNIVERSITY , RAIPUR | PG KALYAN COLLEGE BHILAI NAGAR | 50.78 | 2017 |
| PGDCA | KALINGA UNIVERSITY | KALINGA UNIVERSITY | 65 | 2018 |
|  |  |  |  |  |
| TALLY | NAIT COMPUTER EDUCATION CENTER |  | A | 2015 |

**WORK EXPERIENCE**:

**Company: Vichakshan Jain Vidyapeeth Trust, Kumhari**

**Duration: From Jun 2016 to April .2017**

**Designation: Office Assistant**

**JOB RESPONSIBILITIES**

1. Office Work
2. Side Supervisor Wip work
3. Purchasing
4. Storeroom In charge
5. Daily Work Reporting

**Company: Vichakshan Jain Vidyapeeth School, Kumhari**

**Duration: From May 2017 to 31.10.2019**

**Designation: Asst. Account**

**JOB RESPONSIBILITIES**

1. Cash Handling & Bank Deposit
2. Bank Reconciliation
3. Prepare & maintain Report
4. Suppliers & Creditors Ledger
5. Payroll Prepare & payment entry done
6. PF & ESIC calculate register & payment
7. Indent to Purchase Invoice works
8. Leave record
9. Bill booking & due entry
10. Tds Booked

**Company: Narba Digital**

**Duration: From Nov 1st, 2019 To till Date**

**Designation: Accountant**

**JOB RESPONSIBILITIES**

1. Cash Handling & Bank Deposit
2. Bank Reconciliation
3. Debtors & Creditors Ledger
4. Purchase Bill Entry
5. Sales Bill Entry
6. Gst Work

**Work knows**

1. GSt Work
2. E-Way Billing
3. Erp 9

**PERSONAL PROFILE:**

Name : Akshay Sharma

Father’s Name : Shri Sharad Sharma

Date Of Birth : 09.05.1995

Marital Status : Unmarried

Language Known : Hindi, English

Permanent Address : Samta Colony, Raipur

E-mail : swtakshay90@gmail.com

Mobile : 8770078476 / 8109183636

**DECLARATION:**

I hereby Declare that all statements given by me is true and complete to my best knowledge and belief.

PLACE: Raipur (C.G.)

DATE: (Akshay Sharma)